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3 July 1980

MEMORANDUM FOR: Deputy Director of Security (P&M)

FROM: [redacted]  
Chief, Security Records Division

SUBJECT: APEX Nondisclosure Agreements

REFERENCE: DD/CA memo to D/S dtd 26 Jun 80

1. Referenced memorandum indicates that the Office of Security should store APEX nondisclosure agreements for all participating departments and agencies in the U.S. government. There will be an estimated [redacted] agreements for filing by early 1981 and [redacted] thereafter. The Office of Security would be legally obligated to recover such documents within a reasonable time frame.

2. First, [redacted] agreements generated annually is a suspect figure. CIA alone generates [redacted] and [redacted] SCI approvals annually, which is probably very small compared to the Department of Defense and NSA. Other estimates were as high as [redacted] annually, government wide, and it is believed this is a more realistic figure. Furthermore, it is generally believed that these agreements will increase with the advent of APEX.

3. The agreements could be sent to the Records Center at WTC, by jobs in alphabetized order, but the alphabetizing and recoverability would be a major problem due to the sheer volume. Eventually, numerous jobs would have to be checked to locate one agreement, an extremely time consuming exercise.

4. Another alternative would be to set up serialized files and index them into the SANCA system. Each name would have to be searched and in cases of doubtful identity, files pulled and reviewed. After that, a card would be prepared

STAT containing the information to be indexed and actually inputted by SSB. This would take an estimated ten minutes average time per agreement or, assuming [redacted] a year, it would take a total of [redacted] to handle them. This does not even consider the time required to search, locate, and destroy the agreements plus eliminating them from our indices after they have served their purpose. It would take about as much time to take them out of the system as it would to put them in. Also, providing space for seventeen additional linear feet of paper generated annually represents an additional cost.

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5. SRD would also be taking on a legal responsibility for other government agencies' records, records which in many cases, especially with contractor employees, would not reflect the name of the sponsoring agency. With our current heavy commitment to the records review program, delete program and possible future automation of our records control program, it is strongly recommended that SRD not be placed under this additional burden at this time.

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